

United States Government

Department of Energy
Oak Ridge Office

memorandum

DATE: December 11, 2006
REPLY TO:
ATTN OF: AD-442:Aytes
SUBJECT: **LEAVE DONATION SOLICITATION**

TO: All ORO, OSTI, PNSO, and TJSO Employees

The 2006 leave year ends January 6, 2007. Any "use or lose" annual leave that is not taken or donated by the end of the leave year will be lost. The following employees, listed alphabetically, continue to be approved leave recipients under the Voluntary Leave Transfer Program (VLTP):

Lavada Chadwell, Voucher Examiner, Oak Ridge Financial Service Center, was approved to participate in the VLTP to enable her to provide care and support to her son and daughter-in-law due to the nature and severity of injuries they incurred in a serious automobile accident on September 18, 2006.

Judy Derrick, Program Support Specialist, Office of Assistant Manager for Science, was approved to participate in the VLTP due to both Ms. Derrick and her husband experiencing numerous health conditions which require Ms. Derrick to have repeated absences from work for her own medical testing and treatment and to assist her husband in his treatments.

Patricia W. Hart, Physical Scientist, Office of Assistant Manager for Nuclear Fuel Supply, was approved to participate in the VLTP as she is currently undergoing treatment for breast cancer.

Ryan Kilbury, Contract Specialist, Pacific Northwest Site Office, was approved to participate in the VLTP to enable him to undergo treatment for a pre-Leukemia condition which required a bone marrow transplant.

Employees who wish to donate earned leave, may do so by using the attached Leave Donation form. Once completed, this form should be given to your time and attendance representative for forwarding to the Payroll Office of the Oak Ridge Financial Service Center. Please be sure to include the name of the employee to whom you are making a donation in Block 9 on the donation form. NOTE: If you wish to donate "use or lose" leave, you must indicate in Block 8 of the donation form that the leave is "use or lose."

Your attention is called to the following requirements of the VLTP:

1. Only earned annual leave may be donated which includes any "carryover" hours and "restored" hours.
2. The maximum annual leave donation by an employee is limited to one half the number of hours the donating employee will earn in the current leave year (26-day category - 104 hours; 20-day category - 80 hours; 13-day category - 52 hours).
3. An employee may not donate annual leave to his/her immediate supervisor.

If you should have questions regarding the VLTP, please contact your Human Resources Specialist.

A handwritten signature in black ink, reading "Melanie M. Kent". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Melanie M. Kent, Chief
Federal Human Resources Branch

Attachment